

<b>TOWN OF VIENNA, VIRGINIA</b> <b>ADMINISTRATIVE REGULATIONS</b>		
<u>Subject:</u>  <b>SMOKING POLICY</b>	<u>Regulation No:</u> 1.1	<u>Effective Date:</u> December 15, 2008
	Supersedes: July 1, 2000	

**I. STATEMENT OF PURPOSE**

The purpose of this regulation is to establish a policy on the use of tobacco products in all Town buildings and vehicles. It is also to promote the health, safety and general welfare of employees, and the general public, by prohibiting smoking in all Town owned or leased vehicles, and in all municipal buildings.

**II. POLICY**

A. The Town of Vienna prohibits smoking in all its municipal buildings.

1. In addition, smoking is banned 20 feet around all buildings.

a. The designated smoking areas are bus shelter adjacent to the Northside Property Yard Lunchroom, the bench at Nutley Street Yard and the overhang area at rear of the Community Center off the multi-purpose room.

b. With the approval of the Town Manager, department heads may designate other smoking areas.

2. This includes the act of smoking or the carrying of a lighted or smoldering cigar, cigarette, pipe, cigarillo or any other type of smoking material or the use of any other type of tobacco based products (i.e., chewing tobacco).

3. All used smoking materials shall be placed in appropriate receptacles. Employees are to never litter.

B. For vehicles and equipment purchased or leased as of December 15, 2008, smoking in them is prohibited. Smoking in all Town vehicles and equipment will be prohibited as of January 1, 2010. Bumper stickers indicating the vehicles non-smoking status will be installed on all applicable units.

C. Employee smoking while at work at any outdoor event shall occur only when on designated breaks and then only out of the view of the general public.

D. Employee smoking while at work at an outdoor worksite shall only occur when on designated breaks and then only when more that 20 feet from the work area.

E. For employees who choose to smoke during their shift, each smoking break shall be required


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to comply with all of the above regulations. Each smoke break will constitute a five minute portion off their allotted break or lunch period.

- F. If sufficient demand is present, the Town will sponsor periodic smoking cessation programs.
- G. Employees who fail to comply with this policy may be subject to disciplinary action.

**III. APPLICABLE DOCUMENTS**

None

<p><i>Signature of Town Manager:</i></p>	<p><i>Date:</i></p>
	<p>12-10-08</p>